



## **Fiscal Year 2017 Goals**

### **All Village Departments**

- Review and Recommend Options to Increase Revenues: Evaluate existing revenue for possible change and recommend potential revenue sources to diversify Village revenue sources.
- Coordinate Final Phase of Downtown Development & Pocket Park Construction: Continue work with selected developer on design approvals for transfer of Village-owned land. Work also includes improving pedestrian connectivity, directional signage, and pocket park design and construction.
- Continue Work on Update to Village Brand Identify: Pending Village Board approval of new brand identity, update print and electronic media as appropriate as part of initial roll out of new brand and marketing initiative.
- Finalize Technology Strategic Plan: Work with Village's information technology provider and GovITC to finalize development of a long-term technology plan for entire organization and incorporate information technology consortium shared initiatives.
- Milwaukee Avenue - Central Area Plan: Prepare a multi-faceted Master Plan for the Village's primary commercial artery; Milwaukee Avenue and immediate environs. Incorporate Sub Area plans for the Downtown/Civic Core and Aptakisic Commercial Core. Plan to include Design, Economic, Cultural/Educational, Open Space and Infrastructure components. Business Community, Village Board and Advisory Boards, and Community Leaders participation will be a key element of plan preparation.
- Pursue Opportunities for Municipal Partnering: Continue to investigate and implement opportunities to partner with other governmental entities for the procurement of goods and services where appropriate.
- Evaluate Annexation of Desirable Properties: Continue the evaluation of properties identified by the Mayor and Board of Trustees as desirable for annexation. Work with property owners and developers to meet Village vision for growth and development.
- Emergency Planning: Conduct staff training on Village of Lincolnshire Emergency Operations Plan.

## Administration

- Review and Recommend Options to Increase Revenues: Work with all Departments to evaluate existing revenue for possible change and recommend potential revenue sources to diversify Village revenue sources.
- Draft Village of Lincolnshire Strategic Plan: Work with residents, Village staff and elected officials on creation of Lincolnshire strategic plan. Planning process to explore community strengths, weaknesses, opportunities, and threats and build an action plan to address long-term Village needs. (Continued from 2016 due to staff changes in current year.)
- Increase Use of Video: Implement formal video initiative to promote Village meetings, programs, and services online to meet ever increasing expectation for video access.
- Document Management: Research, recommend and implement formal document management system to integrate with new enterprise software system if cost effective.

## Community & Economic Development

- Economic Development Strategic Plan: Begin Review and Update of the 2013-2017 Economic Development Strategic Plan to create an updated plan for 2018 and beyond. Staff will focus on the needs of businesses in town that Lincolnshire can provide that are unique.
- Review Zoning Regulations and Research Design-Oriented Regulations to insure Residential Character/Integrity of the Village is preserved: Review bulk regulations of all Residential Zoning Districts to insure Village vision is met and analyze the necessity of varying degrees of design-standards/review to support preservation of residential character.
- Implement Community-Wide Economic Development/Marketing Plan: While the re-branding initiative continues, staff will work to increase our marketing outreach by increasing Village presence at Economic Development organizations locally and regionally. Staff will also continue landlord/tenant/broker meetings; prepare updates for the commercial websites and e-news, and review and update economic development promotional materials. A New Business Welcome Packet will be created.
- Long Range Pedestrian Improvement Plan: Update and/or create a Comprehensive Pedestrian Plan consisting of the following: investigate needs, identify capital improvements and incorporate into plan, incorporate way-finding signage, lighting, seating and landscaping elements to encourage pedestrian flow along Milwaukee Avenue and leading to Commercial Downtown area. (Joint Project with Public Works and Community & Economic Development Departments)
- Find your Place: Staff will review opportunities to promote the ability of businesses to find their "Place" in Lincolnshire, including creating a business improvement district or SSA to improve business park noticeability and desirability.

## Building Goals

- Research and Evaluate Village Impact Fees: Research the methodology and applicability of existing utility connection fees, and annexation impact fees to determine if current fees satisfy current needs and recommend fee revisions where necessary.
- Review and Update Village Codes Related to Development: Continue the comprehensive review of Village Codes. The 2017 focus will include a review of personal and small-scale wireless utility infrastructure and subdivision code.
- Cooperative Initiatives: Investigate opportunities to manage Building Permitting and property maintenance for surrounding smaller communities/unincorporated areas.

## Finance Department Goals

- Review and Recommend Options to Increase Revenues: Work with all Departments to evaluate existing revenue for possible change and recommend potential revenue sources to diversify Village revenue sources.
- GASB Statement 72 Reporting - Fair Value Measurement and Application: Address accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements. Statement No. 72 is applicable for the fiscal year ending December 31, 2016.
- GASB Statement 77 Reporting: Tax Abatement Disclosures, requires disclosure of tax abatement information about (1) a reporting government's own tax abatement agreements and (2) those that are entered into by other governments and reduce the reporting government's tax revenues. The requirements of this statement are effective for financial statements for the fiscal year ending December 31, 2016.
- Lockbox Services: Review quality of existing contract services and costs. If necessary, terminate existing contract and enter into agreement with new provider.
- E-Bill Solution: Deploy E-Bill solution.
- Bill Payment Via Automatic Withdrawal: Finance will research the benefits of authorizing our vendors to withdraw funds -- also known as electronic funds transfers to pay critical operating bills (ie: fuel and utilities).
- Financial Reporting: Given the critical role financial statements play, Finance will examine ways to improve the necessity and quality of reports provided to users (i.e.: Board, Management, Staff, and Public)
- Transparency/ FOIA: Review Lincolnshire's online reports and add items as appropriate to improve public transparency and reduce FOIA requests. For example: Add monthly, BS&A Smart Procure export.

## Police Department

- Officer-in-Charge: Explore creation of an "*Officer-in-Charge*" program to serve as a career development opportunity and provide supervisory relief on Patrol Shifts.
- Succession Planning / Deputy Chief: Plan for the mid-year departure of Deputy Chief of Police. Identify and develop police personnel with the potential to fill key leadership positions within the department. Prepare and conduct promotional processes which assess the competencies and motivational profile required to undertake those leadership roles.
- Strategic Planning: Formulate a planning committee to create a successor strategic plan for the Police Department consisting of projects and initiatives to be accomplished over the next five year period (2017-2021).
- Enhance service levels to residents of our community: Explore implementation of communication platform for enhanced connection/communication with residents and businesses. Utilize public safety e-bulletin to notify residents of immediate safety concerns. Provide specialized training to officers such as Crisis Intervention Training, Elderly Service Officer, etc.

- Enhance Business Community Relationships: Develop individuals to serve as business community liaisons. Identified officers will collaborate with business officials to conduct safety presentations and trainings, explore opportunities to partner in the area of community relations, and provide building security assessments.

## **Public Work Department**

- Succession Planning and Employee Development Initiatives: Continue to provide career path and succession planning for the Public Works Department. Adjust job descriptions and duties as needed. Provide information on redevelopment of Public Works office area in conjunction with succession plan.
- Comprehensive Pavement Preservation Plan: Develop a pavement preservation plan for residential streets and streets within the corporate center based off of information gathered during the 2017 pavement analysis project. This plan will establish the expectations for how long pavements should last and different treatments that can be utilized (such as crack sealing, micro surfacing, patching, etc.) to maintain the pavement conditions in a satisfactory condition until they can be rehabilitated as part of a capital improvement project.
- Implement Sanitary Sewer Rehabilitation Program: Rehabilitate 2,000 feet of Sanitary Sewer main for 2017.
- Long Range Pedestrian Improvement Plan: Update and/or create a Comprehensive Pedestrian Plan consisting of the following: investigate needs, identify capital improvements and incorporate into plan, incorporate way-finding signage, lighting, seating and landscaping elements to encourage pedestrian flow along Milwaukee Avenue and leading to Commercial Downtown area. (Joint Project with Public Works and Community & Economic Development Departments).
- Village Sign Replacement Initiatives: Research all streets and/or parks signs, posts, lights and make recommendations on replacement and/or update as a result of the Village branding initiative. Include recommendation for Parks entrance signs within 10-Year Capital Improvement Program. Initiate first year of replacement program.
- Increase Use of GIS/Mobile Technology: Work with GIS representatives to identify and implement ways to utilize GIS technology within Public Works Department with a goal of increasing efficiency. Conduct multiple GIS related training sessions throughout the year.
- Public Works Permitting Process Improvements: Improve the permit process for common permits that are applied for such as water and sewer repairs and driveway/parking lot paving projects. This can be done with updated forms and instructions with standard drawings that residents can easily reference as part of the application process.